**Remote School Planning Template – Emergency Preparedness @ Woodward Academy**

Teachers, please complete the form below and submit to your department head or principal by **September 30, 2011**. Please contact your department head, tech specialist or Nneka or Shelley in IT if you need assistance completing your plan.

**Online Tools / Minimal Expectations**

* **Grades PK-K** - *Edline* plus wiki, blog or Google site with instructions, assignments, activities and/or resources (for parents). Activities do not have to be tech based!
* **Grades 1-3 -** *Edline* plus wiki, blog or Google site with instructions, assignments, activities and/or resources (students assisted by parents as needed).
* **Grades 4-12** – *Edline* (including HW hand-in and quizzes), email, Google Docs; wiki, blog or Google site.
* **All Grades:** Videos, podcasts and interactive websites as appropriate.

**Optional:** Moodle (or other LMS), screencasting, discussion boards, presentation tools (Prezi, Voicethread, slideshare), participation tools (Wallwisher, Voicethread) Skype, etc...

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| **Teacher Name:** | **Carolyn Haldeman** | | |
| **Grade Level/Subject/Course**: | English IVEP and AP Lit | | |
| **Resources, online tools and strategies I will use to deliver “remote classroom**:” (Assume students will not have textbooks at home; Use of Edline *required* as central communication hub) | | | |
| **I plan to choose a short short story that we do not cover in class, such as Chopin’s “Story of an Hour,” (online) and ask students to write a 500-word theme, choosing three of the elements of fiction that support the theme and telling how elements work together to create a well-made story. Students will use the 5-paragraph format with which they are familiar.**  **Students will submit papers to turnitin.com.**  **Directions for remote school will be on a Link on Edline page.**  **This assignment will be satisfactory for both prep and AP levels.** | | | |
| **Materials I will need at home to deliver instruction** (e.g. textbook, computer files, software, microphone): | | | |
| **I have lots of lit books at home with stories and poems should we need an additional assignment.** | | | |
| **Skills I need to learn/refresh to implement my plan:** | | | |
| **none** | | | |
| **Expectations of students (include needed tech skills):** (Include plans for ensuring students have needed skills / understand expectations) | | | |
| **Students are familiar with Edline. All are registered on turnitin.com.** | | | |
| **How I will “take roll” to confirm that students have received my instructions** (Post Edline discussion comment, email teacher, respond to survey, etc…) | | | |
| **Students may email me if they are having difficulties. I will post my cell phone in the event they need to call me—power outage, for instance.** | | | |
| **Ideas/methods to ensure “active learning:”**  (i.e. student interactivity, collaboration, artifacts/ demonstrations of learning) | | | |
| If we are out beyond the day or so necessary to complete this assignment, I will communicate with students through their parents’ email on Grade Quick, requesting that they email me about discoveries they have made as they compiled their papers.  I will post interesting comments/ questions on Edline for all to see.  If we are out right before exams, I will give extra credit for students who compose Quia games, other puzzles, etc. to help study from the list of topics I will post on Edline.  They don’t need me to tell them how to communicate with each other. | | | |
| **Address of my blog, wiki, Google site, LMS, etc…** (Must be linked from Edline) | | | Carolyn.haldeman@woodward.edu |
| **Colleague who will assist if I am ill during remote school:** | | | **Peggy McNash** |
| **Other ideas/considerations/concerns:** | | | |
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| **Reviewed by Department Head or Administrator (Name / Date)** | | **Peggy McNash 9/22/11** | |

Submitted 9/22/11